ICT Engineering

Semester Process Report

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# Group policy

The members of the groups decided to create and respect all the policy rules:

1. Everyone agrees to come to group meetings.
2. The time and place of group meetings shall be agreed upon unanimously within our group.
3. We will have regularly meetings on Monday, Wednesday, and Friday mornings.
4. The meetings should have its own task with a specific deadline.
5. Make sure that when someone misses a group meeting, that person will contact the group as soon as possible.
6. Everybody will work on group’s tasks collaboratively.
7. Everybody will work on what it is allotted to do, done, and respecting deadlines.
8. Regarding sick issues, the person which is not attending meetings, is responsible for notifying group members, being able afterwards to catch up the work performed during absence.
9. If somebody doesn’t work on the task repeatedly, it will be prevented inside the group, support the penalty decided by group members.
10. Each member will be treated with respect and consideration.
11. Everybody will do everything in their capabilities to help group members understand each concept and problem.
12. If I do not understand a concept or solution, I will not hesitate to ask my group members for help.
13. I will communicate with my group members about any concerns I have regarding our group work.
14. I will be an active member of this group in all aspects. I will not take answers as fact, but instead confirm results.

# SWOT analysis

## Andreea Buturca

**Strengths:** Creative, good communication skills in team, enthusiastic, dynamic, committed to the success, experience with working in teams, project planning, group presentations.

**Weakness:** No experience with programming and databases, I have a strong, compulsive need to do things quickly and remove them from my "to do" list, and sometimes the quality of my work suffers as a result.

**Opportunities:** Improve my English and communication skills, learn more about programming, improving skills by working in a group with motivated and smart members, improve leadership skills.

**Threats:** Bad weather and car problems, sickness.

## Karolina Beliharova

**Strengths:** Positive mind, courage to overcome obstacles, challenging person, team player, open-minded, experience with working in teams.

**Weakness:** Sometimes indecisive, no experience with projects and databases.

**Opportunities:** Improve my programming skills and databases knowledge, learn more about team-work and different cultures background, improve my skills in English language and communication skills.

**Threats:** Bad weather, illness.

## Marek Lowy

**Strengths:** Good communication skills, programming experiences, I can easily handle stress situation, quick-thinker, cooperative, highly-motivated.

**Weakness:** Forgetful, nervous, no experience with databases, sometimes focus too much on one think.

**Opportunities:** Improve my skills in English language and communication skills, learn more about team-work and other cultures, personal development.

**Threats:** Alcohol, bad weather, illness.

## Martin Janosik

**Strengths:** Knowledge in all programming courses, willing to help others, good logic thinking, decisiveness.

**Weakness:** Problems to be communicative, late arrivals, I focus too much on details to have my work perfect.

**Opportunities:** Learn more about the group work, teach other group‘s members java, improve my English and communication skills, and learn more about team-work.

**Threats:** Problem with car, alcohol, bad weather, illness

## Team SWOT:

**Strengths:**

We are willing to help each other.

We have experience with working in group.

We are team players so we can motivate and inspire each other.

We are committed to hard working.

We divide the work, agree on schedule that fits to everybody in our group and we can work faster.

**Weakness:**

We have too much specialists.

Coming late.

We are not that good in splitting tasks.

Planning might not be our strongest ability.

**Opportunities:**

To improve English and communication skills.

To meet people with different cultures.

To improve our team skills.

To improve programming skills and knowledge about databases.

**Threats:**

Bad weather.

Some personal conflict can appear between the members of the same group.

Somebody could sabotage the project work.

# Group roles

## Andreea Buturca

As a coordinator, my job was to plan group meetings. Before 16th of November we met after courses in our class and after 16th of November we met every Monday, Wednesday, and Friday at 10 AM. Usually we stayed there until late afternoon. I made sure that the group stayed on track and focused on the team's objectives. I made sure that every voice is heard at meetings and made the best use of the resources which each of the team members could offer.

As an implementer, I organized the tasks to reach the deadlines, putting all ideas into plans and actions.

## Karolina Beliharova

As a recorder, I was responsible to write the group’s ideas down and summary of the group work at the end. I put the ideas of my mates together and compared them. I made sure that each member of the team recorded work or data. I listened to others and gave them constructive feedback if they needed it. I served as group memory.

## Marek Lowy

As a presenter, I was responsible to present my group’s response. I wanted to be sure that communication in my group is easy-going and all tasks, solutions and strategies are discussed. I made summaries during every discussion for other members to help them made choice how they should do their work. I spoke for the group when the group is called on to answer a question or present to the class. I was responsible to talk with the teacher when there was some problem.

## Martin Janosik

As a checker, I was looking for spelling mistakes when we had to send an assignment. I made sure all group members know what to do and helped the group members who were unsure. I made all work and discussion is of the highest standard and work met success criteria. I decided with my team how many hours we need to work for every hand-in and I made a schedule that fits everybody.

As a monitor, I was responsible for making sure that everyone in the group understood correctly to the group’s task, solution and strategy. I collected supplies for the team. I ensured that everyone was helped when has a question. I was glad to help my group mates and in the end everyone understood the task.

# Reflections

## Reflections as a team

# List of tasks

## Andreea Buturca

## Karolina Beliharova

## Marek Lowy

## Martin Janosik

# Supervisor meetings

The meetings with the supervisors were necessary at the beginning because we did not understand enough what exactly we need to prepare for the assignments. We met them weekly to clarify what are the expectations of product owner and to have explained some of the wishes from the list.

In the period of working for the process and project report, we needed to meet the supervisors again. We had a lot of questions because only one member had an experience with project planning and the rest had not the experience with the reports before.

At every meeting, the supervisors were willing to help us and give good advices for every task.

**30. 11. 2016**

Consultation of requirements, use case diagram and activity diagram. We were asked to specify Trip’s requirements. We received advice how to improve our activity diagram and use case description.

# Bloom’s forms